

100% Tobacco Free Schools Policy  
Communication Plan  
Henderson County Schools

Date	Action	Resources
3/23/16	District Wellness Team Meeting - reviewed existing tobacco use policies and discussed the need for change - discussed policy change drafts - discussed an employee survey to measure support of tobacco free schools - School Wellness Teams asked to discuss meeting topics with schools	1. HCS Tobacco use policies 2. Other KY District's Tobacco free policies
4/19/16	Principal Meeting - shared District Wellness Team's plan to revise tobacco use policy - asked all principals and department heads to discuss the one question survey in a staff meeting or email and request all staff to respond	1. Survey question
4/21/16	Email - 100% Tobacco Free Schools one question survey sent to all HCS employees	1. Survey question: Do you support a tobacco free campus throughout Henderson County Schools? This includes smoking, tobacco use and e-cigarette use.
5/3/16	Principal Meeting - Tobacco Free Schools survey results: 83.2% support	
5/4/16	FRYSC District Meeting - Shared survey results and discussed policy change drafts	1. draft policies
5/26/16	District School Nurse Professional Development - Shared survey results and discussed policy change drafts	1. draft policies
5/26/16	Email to District Wellness Policy Committee - input on final revisions of tobacco free schools	1. Tobacco Free Schools Policy
6/6/16	Healthy Henderson Coalition - discussed Tobacco Free Schools initiative - requested support with initiative and smoking cessation classes	
6/16 – 8/16	American Cancer Society and American Heart Association - grant opportunities for smoking cessation classes	

6/13/16	Oversight Meeting -final 100% Tobacco Free Schools Policies approved to present to School Board for first reading on 6/20/16	1. Tobacco Free Schools Policy
6/17/16	Email to Principals, Assistant Principals and District Leadership Team -informed all of first reading of policies at Monday's board meeting -informed all of an employee letter explaining policy change to be mailed on Tuesday, June 21	1. Tobacco Free Schools Policy
6/20/16	School Board Meeting -first reading of policy changes	1. 100% Tobacco Free Schools Policies
6/21/16	Mail -employee letter explaining policy change	1. Letter
6/21/16	Henderson County High School Fall Athletics Schedule -notice of tobacco free campus	1. Proud to be a 100% Tobacco Free Campus!
6/21/16	All employee email and one call -notice of letter arrival	
6/23/16	Communications Committee Meeting -request communication suggestions	
7/18/16	School Board Meeting -second reading of policy changes	1. 100% Tobacco Free Schools Policies
7/19/16	Mail -employee letter detailing final reading of policy and implementation -free smoking cessation classes brochure	1. Letter 2. Brochure
7/19/16	All employee email and one call -notice of letter and brochure arrival	
7/19/16 On-going	100% Tobacco Free Schools Campaign	<div> 1. HCS Website and Facebook  2. The Gleaner  3. WSON Speak-Up  4. School building posters  5. School entrance door stickers  6. All School Marquees </div> <div> 7. New Staff Orientation  8. Convocation  9. PD days  10. Sports events announcement  11. Handouts at sports events  12. Radio spots </div>